

STATE OF HAWAII STATE PROCUREMENT OFFICE

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http://spo.hawaii.gov
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April 22, 2022

TO: Executive Departments/Agencies

Department of Education

Hawaii Health Systems Corporation

Office of Hawaiian Affairs University of Hawaii

Public Charter School Commission

and Schools

House of Representatives

Senate Judiciary City and County of Honolulu

Honolulu City Council

Honolulu Board of Water Supply

Honolulu Authority for Rapid Transportation

County of Hawaii Hawaii County Council

County of Hawaii-Department of Water Supply

County of Maui Maui County Council

County of Maui-Department of Water Supply

County of Kauai Kauai County Council

County of Kauai-Department of Water

FROM: Bonnie Kahakui, Acting Administrator Form 9 Kakaku

SUBJECT: Change No. 5

SPO Price List Contract No. 19-10

PUBLICATION OF PUBLIC NOTICES - KAUAI, MAUI, HAWAII

IFB-19-004-SW

Expires: March 31, 2023

The following changes are made to the price list contract:

- 1. The fax number for Oahu Publications Account Executive Lisa Sakakida and Rose Rosales are updated.
- 2. The point of contact information for Kauai County Council, OHA, DOE, HART and County of Maui- Department of Water Supply are updated.

The price list contract incorporating Change No. 5 is available on the SPO website: http://spo.hawaii.gov. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Matthew Chow at (808) 586-0577 or matthew.m.chow@hawaii.gov.

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West Hawaii Today and Hawaii Tribune-Herald

STATE OF HAWAII STATE PROCUREMENT OFFICE

SPO Price List Contract No. 19-10

Replaces SPO PL Contract No. 14-04 Includes Change No. 5 Effective: 04/22/2022

THIS SPO PRICE/VENDOR LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY

Newspaper Publication – Kauai, Maui, Hawaii

(IFB-19-004-SW - The Maui News, The Garden Island, West Hawaii Today, Hawaii Tribune-Herald)

April 1, 2019 to March 31, 2023

GENERAL INFORMATION. This price list contract is issued on behalf of the State Comptroller, pursuant to HRS §1-28.5 shall determine a publication for all government agencies to enable the public to go one source of publication for published public notice on each island. As defined in HRS, "governmental agency" means each department, board, commission, or officer of the State or any of its political subdivisions.

This contract is for publication of legal, classified/employment and retail/display ads. Consequently, when a governmental agency decides to publish a public notice, employment ad or any other ad in the newspaper, they shall publish their notice or ad in the newspaper listed as the primary contractor for Kauai, Maui, Hawaii (West) and Hawaii (East).

PARTICIPATING JURISDICTIONS listed below <u>are required</u> to utilize this price list contract and place their notices (publication of legal, classified/employment and retail/display ads) in the primary newspaper for Kauai, Maui and Hawaii:

Executive Departments/Agencies City and County of Honolulu

Department of Education Honolulu City Council

Hawaii Health Systems Corporation Honolulu Board of Water Supply

Office of Hawaiian Affairs Honolulu Authority for Rapid Transportation

University of Hawaii

Public Charter School Commission and Schools Hawaii County Council

House of Representatives County of Hawaii – Department of Water Supply

Senate County of Maui

Judiciary Maui County Council

County of Maui – Department of Water Supply

County of Kauai Kauai County Council

County of Kauai – Department of Water

A governmental agency may choose to place an additional notice in another newspaper to run concurrently to reach a wider circulation.

EXCEPTION TO THE PRICE LIST CONTRACT. An exception may be granted when the price list contract does not meet the purchasing agency's needs. For this purpose, Executive Branch Department Heads (or as delegated by the department head) are granted the authority to make the exception approval. This procedure will allow departments to make their own determination when not practicable or advantageous to use the contract vendor(s).

All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through form SPO-016.

Executive departments and participating jurisdictions may use form SPO-005, SPO Price or Vendor List Contract Exception as a template to record and file requests. Form SPO-005 may be edited to meet specific department needs. SPO forms are available on the SPO website at http://spo.hawaii.gov. Click on Forms at the home page.

When the price list contract is not used, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

POINT OF CONTACT. Questions regarding the services listed, ordering, pricing and status should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive	Matthew Chow	586-0577	586-0570	matthew.m.chow@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	G-OFS-DOE-
				Procurement@k12.hi.us
HHSC	Nancy Delima	359-0994		ndelima@hhsc.org
OHA	Christopher Stanley	594-1833	594-1865	chriss@oha.org
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Public Charter School	Danny	586-3775	586-3776	danny.vasconcellos@spcsc.hawaii
Commission and Schools	Vasconcellos			<u>.gov</u>
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfspurchasing@honolulu.gov
Honolulu City Council	Kendall Amazaki,	768-5084	768-5011	kamazaki@honolulu.gov
	Jr. Nanette Saito	768-5085		nsaito@honolulu.gov
Honolulu Board of Water Supply	Procurement Office	748-5071		fn_procurement@hbws.org
HART	Dean Matro	768-6246		dean.matro@honolulu.gov

Jurisdiction	Name	Telephone	Fax	E-mail
County of Hawaii	Diane Nakagawa	961-8440	961-8248	Diane.Nakagawa@hawaiicounty.g
				<u>ov</u>
Hawaii County	Diane Nakagawa	961-8440	961-8248	Diane.Nakagawa@hawaiicounty.g
Council				<u>ov</u>
County of Hawaii-	Ka'iulani L.	961-8050	961-8657	kmatsumoto@hawaiidws.org
Department of Water	Matsumoto	x224		
Supply				
County of Maui	Jared Masuda	463-3816		jared.masuda@co.maui.hi.us
Maui County Council	Marlene Rebugio	270-7838		marlene.rebugio@mauicounty.us
County of Maui-	Kenneth L. Bissen	270-7684	270-7136	ken.bissen@co.maui.hi.us
Department of Water				
Supply				
County of Kauai	Ernest Barreira	241-4295	241-6297	ebarreira@kauai.gov
Kauai County Council	Codie Tabalba	241-4193	241-6349	ctabalba@kauai.gov
	Scott Sato	241-4810	241-6349	ssato@kauai.gov
County of Kauai-	Marcelino Soliz	245-5470	241-5813	msoliz@kauaiwater.org
Department of Water				

USE OF PRICE & VENDOR LIST CONTRACTS BY NONPROFIT ORGANIZATIONS.

Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price & vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: http://spo.hawaii.gov. Click on For Vendors > Non Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.

If a nonprofit wishes to purchase from a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO price or vendor list Contractor(s).

AUTHORIZED NEWSPAPER CONTRACTORS LISTED ON THIS PRICE LIST CONTRACT:

Island	Newspaper
Oahu Publications - Kauai	The Garden Island
Maui Publishing Company - Maui	The Maui News
Oahu Publications - Hilo - East Hawaii	Hawaii Tribune-Herald
Oahu Publications - Kona -West Hawaii	West Hawaii Today

Governmental agencies may choose to place an additional notice or ad to run concurrently in another newspaper to reach a wider circulation. Agencies shall use the applicable procurement method and its procedures, such as small purchase procurement to obtain quotes from any available newspaper publication that will meet your agency public notice requirements.

PLACING OF ORDERS must be per the required deadlines for each newspaper. See each Contractor information sheet.

Governmental agencies may submit documents at minimum in MS Word, PDF or tif formats. Agencies shall check with individual publications for other available formats as needed.

<u>Transmittal/Order Form</u> for The Garden Island, The Maui News, West Hawaii Today and The Hawaii Tribune-Herald shall be completed and emailed or faxed to the publisher. The forms are available at the end of the price list contract.

OTHER SERVICES. Refer to each publication's information sheet for pricing availability for other services such as color notices, notices or ads in affiliate mailers and on-line (Internet) notices.

INTERNET POSTING. On-line notices are an additional, optional service. Notices shall be posted on the Internet on the same day and/or first day it is published in the newspaper. Contractor shall provide universal page format, i.e. Adobe Acrobat and/or PDF with an associated hyperlink for a downloadable universal, readable version.

AFFILIATED MAILERS. Notices or ads placed in affiliated mailers will be an additional, optional service. Notices or ads will be run in the closest available publish date of the affiliated mailer to the notice or ad date of the newspaper publication.

PROOF. When proofs are requested by a governmental agency, Contractor shall first proofread and make necessary corrections, then submit a proof of the notice to the governmental agency. A second proof may be required if the first proof is extensively edited by the governmental agency. If a proof is required, State shall approve proof before an authorizing pCard charge.

CONFIRMATION NOTICE. Contractor shall provide confirmation of an order by e-mail or fax. Contractor shall proof all work. Any errors or delays to the scheduled publication date, due to Contractor error, shall be corrected and printed in a timely manner satisfactory to the agency or a full credit shall be issued. Contractor shall immediately notify the agency by phone and confirm via fax or e-mail to any delays to the scheduled publication date(s) due to Contractor error.

AFFIDAVIT OF PUBLICATION for each notice shall be sent to the ordering governmental agency at no additional cost. Affidavit shall be mailed within seven (7) calendar days of last day of publication. A clipping of the notice or ad shall be submitted with the affidavit. Or as necessary, a tear sheet shall be attached to each affidavit. Cost for additional copies of the affidavit will apply.

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax. Governmental agencies are advised to add tax amount to their purchase order total.

STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE shall not exceed the following rates if seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET		EXPIRATION DATE OF SURCHARGE TAX RATE
C&C OF HONOLULU	0.50%	4.0%	4.7120%	12/31/2030
HAWAII	0.50%	4.0%	4.7120%	12/31/2030

COUNTY OF MAUI	0.0%	4.0%	4.1666%	No county surcharge
(including Molokai and				
Lanai)				
KAUAI	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on state general excise (GE) tax or Use tax may be visibly passed on but is not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation's website at http://tax.hawaii.gov/geninfo/countysurcharge.

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table Report* available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 19-10. No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, OHA, UH and HHSC for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2,500 or more, and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

SPO PL CONTRACT NO. 19-10 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the *SPO PL Contract No. 19-10* shall be notated on the appropriate transaction document.

PAYMENTS are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

VENDOR AND PRODUCT EVALUATION form SPO-012, for the purpose of addressing concerns on this price list contract is available to the agencies at the SPO website: http://spo.hawaii.gov. Click on *Forms* on the home page.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: http://spo.hawaii.gov. Click on *Price & Vendor Lists Contracts* on the home page.

ISLAND OF MAUI

Primary Contractor: Maui Publishing Co., Limited

Name of Newspaper: The Maui News

Frequency of Publication: Daily (Monday through Sunday, morning paper)

Column Width: Legal – 1.020"

Retail – 1.500" Classified – 1.020"

<u>Pricing:</u> April 1, 2021 to March 31, 2023

Minimum Size: One column inch

Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$13.55	\$13.55	\$13.55
Retail Ad with or w/o graphics	\$20.25	\$20.25	\$20.25
Classified Ad with or w/o graphics	\$13.55	\$13.55	\$13.55

Affidavit charges: No charge for first affidavit; \$15.00 per additional

Issue PO & Remittance To: Maui Publishing Company, Limited

P.O. Box 550 Wailuku, HI 96793

Contacts:

To place a classified or legal ad or for ad quotes, contact: Kamery Lee, Classified Advertising Sales Representative

Ph. (808) 242-6375/Fax: (808) 242-6389/Email: klee@mauinews.com or e-mail: class@mauinews.com

To place a retail ad or for ad quotes, contact:

Rhonda Kurohara, Retail Advertising Sales Representative

Ph. (808) 242-6316/Fax: (808) 242-6390/Email: adsales@mauinews.com

To contact the managing supervisor, contact: Karen Saka, Asst. Advertising Manager

Ph. (808) 242-6352/Fax: (808) 242-6390/Email: ksaka@mauinews.com

For urgent jobs: (808) 242-6375, Kamery Lee

Deadlines for Submission:

Classified Display:	Classified Legal Ads:	Retail Ads:					
No proof-2 business days prior to	2 business days prior to	4 business days prior to publication, 9 a.m.; except for					
publication, 12 p.m.	publication, 12 p.m.	Sunday, which is 5 business days prior to publication					
Proof-4 business days prior to publication, 2							
p.m.							
Deadlines are advanced before holidays observed by The Maui News. Call your sales rep for details.							

Other services:

Include all applicable taxes, except the GET, currently 4.0% for all sales made on the island of Maui. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.

^{*}Price for 1-color – \$10.00 pci for retail, \$8.00 pci for legal/classified.

^{*}Price for 2-color - \$10.00 pci for retail, \$8.00 pci for legal/classified

^{*}Price for multi-color – \$10.00 pci for retail, \$8.00 pci for legal/classified

^{*}Price for cancelled ads in which proofs were made: 20% of total ad cost.

^{*}Price to run affiliated mailers (Shopper): Varies, call sales rep for details.

^{*}Online ads: Call sales rep for details.

ISLAND OF HAWAII (WEST) - KONA

Primary Contractor: Oahu Publications, Inc.

Name of Newspaper: West Hawaii Today

Frequency of Publication: Daily (Monday through Sunday, morning paper)

Column Width: Legal – 0.895" Font Size: 7.5

Retail – 1.513" Leading Size: 7.5 Classified – 0.895" Set Width: 6.5

<u>Pricing:</u> April 1, 2021 to March 31, 2023

Minimum Size: One column inch

Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$6.40	\$6.40	\$6.65
Retail Ad with or w/o graphics	\$11.86	\$11.86	\$12.90
Classified Ad with or w/o graphics	\$7.02	\$7.02	\$7.63

Affidavit charges: No charge for first affidavit; \$25.00 per additional affidavit.

Issue PO & Remittance To: Oahu Publications, Inc.

500 Ala Moana Boulevard, Suite 7-500

Honolulu, Hawaii 96813

Contacts:

Phone:

Fax.

Name: Lisa Sakakida, Account Executive Name: Rose Rosales, Account Executive

(808) 529-4344 Phone: (808) 529-4825 (808) 529-4898 Fax: (808) 529-4898

Email: <u>Isakakida@staradvertiser.com</u> Email: <u>rrosales@staradvertiser.com</u>

For urgent jobs: (808) 348-7159

Deadlines for Submission:

Deadline for submission of advertising orders and materials is 4 working days prior to the date of the publication. Weekends and holidays are not working days. Deadlines for affiliate mailers may vary, call for details.

Day of pub	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Deadline 12p.m. Noon	Tues	Wed	Thurs	Fri	Mon	Tues	Tues

Other services:

Include all applicable taxes, except the GET, currently 4.50% for all sales made on the island of Hawaii. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.

^{*}Price for cancelled ads in which proofs were made - 50% of the cost of the ad

^{*}Online posting of ad in print - no charge

^{*}Price to run in affiliated mailers (shopper)- East Midweek \$11 PCI (\$6 PCI color), West Midweek \$11 PCI (\$6 PCI color)

^{*}Run of Site online advertising - \$15 PCM

ISLAND OF HAWAII (EAST) - HILO

<u>Primary Contractor</u>: Oahu Publications, Inc.

Name of Newspaper: Hawaii Tribune-Herald

<u>Frequency of Publication</u>: Daily (Monday through Sunday, morning paper)

Classified – 0.895" Leading Size: 7.

<u>Pricing:</u> April 1, 2021 to March 31, 2023

Minimum Size: One column inch

Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$8.61	\$8.61	\$8.80
Retail Ad with or w/o graphics	\$15.60	\$15.60	\$15.92
Classified Ad with or w/o graphics	\$9.23	\$9.23	\$9.41

Affidavit charges: No charge for first affidavit; \$25.00 per additional affidavit.

Issue PO & Remittance To: Oahu Publications, Inc.

500 Ala Moana Boulevard, Suite 7-500

Honolulu, Hawaii 96813

Contacts:

Name: Lisa Sakakida, Account Executive Name: Rose Rosales, Account Executive

Phone: (808) 529-4344 Phone: (808) 529-4825 Fax: (808) 529-4898 Fax: (808) 529-4898

Email: lsakakida@staradvertiser.com Email: rrosales@staradvertiser.com

For urgent jobs: (808) 348-7159

Deadlines for Submission:							
Deadline for submission of advertising orders and materials is 4 working days prior to the date of the publication. Weekends and holidays are not working days. Deadlines for affiliate mailers may vary, call for details.							
Day of pub	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Deadline 12 p.m. Noon	Tues	Wed	Thurs	Fri	Mon	Tues	Tues

Other services:

Include all applicable taxes, except the GET, currently 4.50% for all sales made on the island of Hawaii. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.

^{*}Price for cancelled ads in which proofs were made - 50% of the cost of the ad

^{*}Online posting of ad in print - no charge

^{*}Price to run in affiliated mailers (shopper)– East Midweek \$11 PCI (\$6 PCI color), West Midweek \$11 PCI (\$6 PCI color)

^{*}Run of Site online advertising - \$15 PCM

ISLAND OF KAUAI

Primary Contractor: Oahu Publications, Inc.

Name of Newspaper: The Garden Island

Frequency of Publication: Daily (Monday through Sunday, morning paper)

<u>Pricing:</u> April 1, 2021 to March 31, 2023

Column Width: Legal – 0.895"

Retail – 1.513" Classified – 0.895"

Minimum Size: One column inch

Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$13.75	\$13.75	\$13.75
Retail Ad with or w/o graphics	\$16.25	\$16.25	\$16.25
Classified Ad with or w/o graphics	\$13.75	\$13.75	\$13.75

Affidavit charges: No charge for first affidavit, \$25.00 per additional affidavit.

Issue PO & Remittance To: Oahu Publications, Inc.

500 Ala Moana Boulevard, Suite 7-500

Honolulu, Hawaii 96813

Contacts:

Name: Lisa Sakakida, Account Executive

Phone: (808) 529-4344 Fax: (808) 529-4898

Email: lsakakida@staradvertiser.com

Name: Rose Rosales, Account Executive

Phone: (808) 529-4825 Fax: (808) 529-4898

Email: rrosales@staradvertiser.com

For urgent jobs: (808) 348-7159

Deadlines for Submission:						
Deadline for submission of advertising orders and materials is 4 working days prior to the date of the publication. Weekends and holidays are not working days. Deadlines for affiliate mailers may vary, call for details.						
Sun	Mon	Tue	Wed	Thur	Friday	Saturday
Tuo	Tuo	Mod	Thurs	Lri	Mon	Tue
	not working	not working days. Dead Sun Mon	not working days. Deadlines for affili Sun Mon Tue	not working days. Deadlines for affiliate mailers n Sun Mon Tue Wed	not working days. Deadlines for affiliate mailers may vary, ca Sun Mon Tue Wed Thur	not working days. Deadlines for affiliate mailers may vary, call for details Sun Mon Tue Wed Thur Friday

Other services:

Include all applicable taxes, except the GET, currently 4.50% for all sales made on the island of Kauai. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.

^{*}Price for 1-color - \$8.00 per column inch *Price for 2-color – \$8.00 per column inch *Price for 2-color – \$8.00 per column inch

^{*}Price for cancelled ads in which proofs were made – 50% of the cost of the ad

^{*}Online posting of ad in print - no charge

^{*}Price to run in affiliated mailers (shopper)- (Kauai Midweek) \$18.00 per column inch

^{*}Run of Site online advertising - \$15 PCM

TRANSMITTAL / ORDER FORM

FOR

THE GARDEN ISLAND

THE MAUI NEWS

WEST HAWAII TODAY

HAWAII TRIBUNE-HERALD

STATE OF HAWAII PUBLIC AND PROCUREMENT NOTICES TRANSMITTAL / ORDER FORM FOR THE MAUI NEWS

Da	te:								
ТО	:	The Maui News	Fax No. 808 242-	6389 Email: legals	@mauinews.com				
FR	OM:	Ordering Dept./Age	ering Dept./Agency/Other						
		Street Address:							
		Contact Person (ha	ndling the notice):						
		Phone:		Fax:					
				R INFORMATIO					
1.	Date((s) of publication:							
2.	Туре	of Notice:	□ Legal	□ Classified	☐ Retail				
3.	Metho	od of submitting notic	ee: 🗆 FAX	☐ Email					
4.		per of affidavit(s) of per request at the time of ad p			(First affidavit is inclusive, each additional is \$10 plus tax.)				
5.	Proof	s are requested:	☐ Yes	□ No					
6.	Billin	g address (if different fro	m above):						
	Conta	ct person (handling t	he billing):						
		e:							
	Email	:							
7.		payment method:							
		□ PCard No			Exp. date:				
		☐ On The Maui News	Account No						
8		al Instructions:							

STATE OF HAWAII PUBLICATION OF PUBLIC NOTICES TRANSMITTAL / ORDER FORM

Submit your request by fax: 808 529-4829, email: legals@staradvertiser.com or hand deliver to: Honolulu Star-Advertiser, 500 Ala Moana Blvd, Tower 7, Suite 500, Honolulu, HI 96813 ATTN: Legal Department Phone # 808 529-4344

*Please be sure to submit three (3) business days prior to date of publication.

Date:	<u> </u>					
TO:	☐ West Hawaii Today	PO#		-		
	☐ Hawaii Tribune Hera	ld PO#		-		
FROM:	Ordering Dept./Agency					
	Street Address:					
	Contact Person (handli	ng notice)				
	Phone Number:					
	Email:					
		ORDER	INFORMATIO	<u>N</u>		
1) Date(s) of Publication:					
2) Type	of Notice:	egal	Classified	Retail		
3) Meth	od of submitting notice:	☐ Fax	K ☐ Har	nd Delivery	☐ E-mail	
4) Numl	per of Affidavit(s) of Publ	ication required	*			
5) Billing	g address (if different fro	m above):				
	act Person (handling the					
	e:					
6) Paym	nent Method:	sing/Credit Car	d No			
	Ex	piration Date: _	/ Securi	ty Code:		
	Na	me on card:				
	☐ Bill to	Account No				
7) Dept	./Agency reference no. (i	f required)				

STATE OF HAWAII PUBLICATION OF PUBLIC NOTICES TRANSMITTAL / ORDER FORM

Submit your request by fax: 808 529-4829, email: legals@staradvertiser.com or hand deliver to: Honolulu Star-Advertiser, 500 Ala Moana Blvd, Tower 7, Suite 500, Honolulu, HI 96813 ATTN: Legal Department Phone # 808 529-4344

*Please be sure to submit three (3) business days prior to date of publication.

Date:					
TO:	☐ The Garden Island	PO#			
FROM:	Ordering Dept./Agency				
	Street Address:				
	Contact Person (handling r	notice)			
	Phone Number:				
	Email:				
		ORDER INFOR	MATION	<u>L</u>	
1) Date(s) of Publication:				
2) Type	of Notice:	☐ Clas	sified	Retail	
3) Meth	od of submitting notice:	☐ Fax	□ Han	d Delîvery	☐ É-mail
4) Numl	ber of Affidavit(s) of Publicat	ion required:			
5) Billin	g address (if different from a	ıbove):		No.	
Cont	act Person (handling the bill)			
Phor	ne:	Fax:			
6) Payn	nent Method: Purchasing	g/Credit Card No			
	Expira	tion Date:/	Securit	y Code:	
	Name	on card:			
	☐ Bill to Acc	ount No			
	Other:				
7) Dept	./Agency reference no. (if re-	quired)			